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DD/S&T 745-71

11 March 1971

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting with Directorate R&D Representatives

1. Attending the meeting were:

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2. A number of potential revisions to the Project Officers Manual were briefly reviewed including the following:

a. Deletion of interim Contract Inspection Reports (Form 1897) in the event that the progress data available from the CIS is acceptable to the Office of Logistics.

b. The use of a final summary memorandum at the completion of each contract describing what has been accomplished, etc. This memo would be routed through the operational approving authority for the contract for information.

c. Deletion of the existing requirement for Project Data Input in the CIS (Form 2799). Instead of relating the projects, individual contract actions would be related by FAN number to the R&D Plan.

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d. The Contract Data Input (Form 2799a) would be modified to include a data field of, say, about 125 characters describing the contract content.

3. In addition to a slight reduction in some of the paperwork requirements, these changes could simplify the problem of identifying any pertinent work when undertaking a new project. The contract descriptions, for example, could be scanned for key words, the final memoranda checked to see if the work had been successful, and the Project Officer contacted for more detailed discussions.

4. A printout prepared by ORD listing contract numbers since 1963 under a large number of key words was used to illustrate the type of retrieval which might be accomplished. Easier access by the contract teams will be necessary to make such use of the CIS attractive.

5. Sterility procedures pertaining to R&D contracting will be informally reviewed to see if better guidance can be developed for inclusion in the Project Officers Manual.

6. Consideration will be given to a biweekly review patterned after the Surveyor which will be a synopsis of recently completed R&D contracts and new items which may be of particular interest regarding R&D procurement and security.

7. [] requested that recommendations for new subelement titles in the R&D program be submitted in the near future.

[]
Special Assistant to the
R&D Coordinator

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